



Monday, January 11, 2021
Minutes of the Regular Meeting of the Parks and Recreation Commission

CALL TO ORDER

A Regular Meeting of the South Pasadena Parks and Recreation Commission was called to order by Vice-Chair Kristine Kwong on Monday, January 11, 2021, at 6:30 p.m. The meeting was held in a virtual setting, with all Commissioners and Council Liaison attending via Zoom.

ROLL CALL

Present: Kristine Kwong, Vice-Chair; Dollie Chapman, Commissioner; Victoria Rocha, Commissioner; and Alberto Ocon, Commissioner

Absent: Karen Tamis, Chair (Excused)

City Staff: Community Services Director Sheila Pautsch, Management Analyst Angela Loera, Management Assistant Israel Suarez, Community Services Coordinator Melissa Snyder

Council Liaison: Michael Cacciotti, Mayor Pro Tem

PUBLIC COMMENT

No public comments were received in writing or verbally via Zoom.

COMMUNICATIONS

City Council Liaison Communications

Mayor Pro Tem Cacciotti invited Commission and City staff to attend future Santa Monica Mountains Conservancy meetings at the Los Angeles River center.

Commissioner Communications

No commissioner communications.

Staff Liaison Communications

Community Services Director Pautsch provided an update on what is happening within the Community Services Department. Director Pautsch provided update on Dial-A-Ride, online classes, and senior center lunch program. Informed the commission of Snuggle a Senior program which will receive newly donated blankets and distribute to seniors in need.

ACTION / DISCUSSION**December 14, 2020 Meeting Minutes**

Motion by Commissioner Ocon, seconded by Vice-Chair Kwong, carries 3-0 to approve the December 14, 2020 meeting minutes. Commissioner Rocha abstained.

Approval of the 2020 Annual Report

Community Services Director Pautsch asked the commission for any additions, comments, last review and approval.

Motion by Commissioner Chapman, seconded by Commissioner Rocha, carries 4-0 to approve the 2020 Annual Report.

Approval of the 2021 Work Plan

Motion by Vice-Chair Kwong, seconded by Commissioner Chapman, carries 4-0 to approve the 2021 work plan.

Approval of the Spring 2021 Field Use Permits

Community Services Director Pautsch brought a list of field permits for the Commission to approve. Informed the Commission that only field permits from South Pasadena little league and AYSO are currently being accepted. Permits will be granted to AYSO and little league and will continue to review due to the COVID-19 Pandemic.

Vice-Chair Kwong recommended to the Commission and Director Pautsch when issuing COVID-19 guidelines for field use permits to prepare an acknowledgement form to make a commitment to communicate, instruct and distribute COVID-19 guidelines. If not followed to revoke the free fee.

Motion by Vice-Chair Kwon, seconded by Commissioner Rocha, carries 3-0 to approval the Spring 2021 Field use permits. Commissioner Ocon abstained.

Election of Chair and Vice Chair for 2021

Motion by Commissioner Chapman, second by Commissioner Ocon, carries 4-0 to nominate Vice-Chair Kwong for Chair of Parks and Recreation Commission.

Motion by Commissioner Rocha, second by Chair Kwong, carries 4-0 to nominate herself to be Vice-Chair.

Selection of Commissioner for Adopt-A-Park Program

Parks and Recreation Commission discussed amongst themselves the assignment of commissioners for Adopt-A-Park Program. The following determinations were made regarding park assignments to commissioners:

- Commissioner Rocha was selected for Garfield Park.

- Commissioner Ocon was selected for Arroyo Park.
- Commissioner Chapman was selected for Eddie Park.
- Chair Tamis was selected for Orange Grove Park.
- Vice-Chair Kwong was selected for War Memorial.

Although Commissioners have designated parks to oversee during the year, they were advised by Community Services Director Pautsch if present at another park if they see something to say something.

ADJOURNMENT Meeting adjourned at 7:04 p.m.

Next meeting February 8, 2021 6:30 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Parks and Recreation Commission of South Pasadena at a meeting held on February 8, 2021.

DocuSigned by:

Israel Suarez

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Kristine Kwong

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Israel Suarez
Management Assistant

Kristine Kwong
Chair of Parks and Recreation Commissions